

MINUTES OF THE SPECIAL MEETING OF THE STR ADVISORY COMMITTEE
TUESDAY, JANUARY 09, 2020 AT TRINIDAD TOWN HALL, 409 TRINITY STREET

I. CALL TO ORDER/ROLL CALL (5:36 pm)

Committee Members Present: Bruce, Moran, Nash-Hunt

City Staff: Naffah, Zetter

II. ITEMS FROM THE FLOOR

None

III. APPROVAL OF MINUTES

December 03, 2019

Motion (Nash-Hunt/Bruce) to approve the December 03, 2019 minutes as amended. (2-0, 1 abstention). Moran abstained.

Committee Chair Bruce briefly discussed and provided a written copy of his corrections to agenda item #5 from the City Council meeting on December 11, 2019. *See agenda item 1 for more detail.*

Bruce requested the motion made during Agenda Item #1 at the STR's December 3, 2019 meeting be changed to reflect: ***"Motion (Bruce/Lake), that per the resolution passed by the Committee at the September 11th meeting, the Committee is submitting the following language to the City Council for the City of Trinidad's STR application fee structure, and that the Cost Recovery Timesheet, Cost Tracking Timesheet, and Permit Application Fee Structure language be included in every STR permit application. Passed (3-0). Passed unanimously."***

Committee member Nash-Hunt requested an update on page 1 to reflect *"However, she raised concern that the Committee is behind because members are being nit-picky."* Nash-Hunt also stated she felt she misheard the motion on Agenda Item #3, in regards to the meet and greets. After review, she felt that she would not have voted in favor.

Committee member Moran questioned if there will be a final opportunity to address items that had been voted upon. Bruce stated there would be. A discussion regarding the STR Advisory Committee and City Council process occurred.

IV. AGENDA ITEMS

1. Review and correct "Recommendations from STR Advisory Committee" that was pulled from City Council agenda (agenda item #5) of December 11, 2019 due to errors:

Committee Member Discussion:

Bruce suggested City staff begin conducting a fee analysis. A discussion regarding the method of time-tracking occurred. Nash-Hunt suggested that staff create a method that is suited for them and easy to integrate into their current processes.

Bruce briefly discussed his corrections to agenda item #5 from the City Council meeting on December 11, 2019. He clarified the following:

- Recommendation #2 should have read as follows: *"The "meet and greet" requirement as stipulated in the Ordinance (under I. Transmittal of Rules and Good Neighbor Contract) needs to be enforced for all renters, both new and repeat customers."*
- Recommendation #3 should have read as follows: *"Enforce STR Sign regulations: include pictures, measurements, placement information. Compliance to be verified during annual renewal process."*

- Recommendation #4 should have read as follows: *“Set up Best Practices meeting for Property Managers and Independent STR Owners, along with a representative from the City. Discussions on enforcement and possible revisions of the ordinance not to take place at such a meeting, only an exchange of ideas on best management practices.”*

Nash-Hunt advised she wants to refrain from giving the City Council recommendations until all Committee vacancies are filled. Bruce agreed, but also noted that the recommendations need to be provided to the Council sooner than later.

A discussion regarding the priority of enforcing STR sign regulations occurred. Nash-Hunt opined the signs are not a high priority, but noted it is a simple recommendation that can be directed to the Council. Moran advised sign enforcement is time sensitive, and since the City is currently in the renewal process it is the prime time for enforcement. Moran also stated there is subjectivity to the ordinance. City Manager Naffah agreed, stating that every property is unique, so there can be interpretation. Bruce opined it is very simple to let owners know they need to be in compliance. Nash-Hunt advised that a simple solution, if the signs are out of compliance, is to take the sign down as it is not required. Naffah provided an example, advising that one of the STRs is not visible from the road, causing the sign to be placed by the sidewalk. Moran stated there is a lot of circumstance due to location, as the point is to provide a number to the public of who to contact if there is a problem. Bruce suggested reviewing the sign section and make a recommendation to the Council during the next revision of the ordinance. Moran advised the compliancy of the signs should be up to the City Manager. Due to the uniqueness of the properties, Bruce opined the language needs to be cleaned up in the ordinance, in order to make it more flexible.

A discussion regarding holding a best practices meeting occurred. Bruce advised he is in favor of holding a best practices meeting. All were in favor of sending the recommendation to the City Council. Nash-Hunt questioned if the public would be aware of this meeting. Moran advised it wouldn't need to be noticed, as the ordinance is not being discussed. Nash-Hunt agreed, as it is an educational meeting. Moran suggested calling it a workshop, as decisions will not be made.

Moran opined that the Committee table the discussion regarding meet and greets, due to time. Bruce stated the Committee received direction from the City Council to provide them with suggestions that use minimal City funds, and that the recommendations be simple.

Public Comment

None

Motion (Nash-Hunt/Moran) to send two items, the best management practices workshop and to include the cost tracking sheets and permit fee language in the STR applications, to the City Council. These items are listed as recommendations as follows: #1 cost tracking sheets and the permit fee language, and #2 best management practices workshop. Passed (3-0). Passed unanimously.

2. Continue discussion on how to improve enforcement/compliance with STR Ordinance as currently written and suggest possible cost effective changes to Ordinance in next revision:

Committee Member Discussion

Bruce acknowledged the lack of equal representation in the Committee. Despite this, he advised it is still necessary to move forward and continue discussing ideas from the current membership.

A discussion regarding the benefits of having fines occurred, as they can be used as a deterrent to breaking rules. However, it was clarified by Moran that while having two deposits was mentioned at a previous meeting, it would severely impact business. Moran further advised that the largest issue with fines is a lack of clarity on how the City will be fining the STR. He questioned if the City is seeking to fine the guest directly, or whether the manager do so. Bruce advised that is why two deposits were

previously discussed. Moran explained there are already two different deposits collected, a damages deposit and one for noise violations. He advised that fines work well, but they should be a part of the good neighbor contract. Bruce suggested listing the fines in the contract, and if there were complaints associated with a stay and the City investigated and deemed it valid, the guest would be fined. Moran reminded the Committee that the City does not have real time enforcement. Nash-Hunt stated the question is who is responsible for the fine and how is it collected.

Moran mentioned that it is a good reminder to remember that STRs should not be singled out with fines, as there are issues with parking throughout the City all year long. Bruce questioned if the City could use T.O.T. for seasonal enforcement, such as using 10%, which would in turn provide real-time enforcement. Nash-Hunt agreed it might help avoid issues.

Public Comment

None

Motion (Moran/Nash-Hunt) continue agenda item #2, specifically discussing adding fines to the good neighbor contract and also exploring T.O.T. expenditure for real time enforcement, at the next meeting. Passed (3-0). Passed unanimously.

Motion (Moran/Nash-Hunt) to extend the meeting by 15 minutes. Passed (3-0). Passed unanimously.

3. Discuss Staff report from City Clerk on how 2020 renewal process is going:

Committee Member Discussion:

Bruce read the City Clerk Staff Report. A discussion occurred regarding fees and OWTS.

Public Comment

None

No motion made.

4. Per Council resolution authorizing STR Committee purpose – “analyze benefits to visitors,” discuss what is currently working with the ordinance as currently written: Agenda item was tabled.

5. Identify and prioritize future agenda items: Agenda item was tabled.

V. Request for Future Items

- Discuss Agenda Item 4
- Discuss the City Clerk staff report regarding how the permit renewal process went.
- Discuss definitions, specifically defining what noise is.

Nash-Hunt volunteered to keep a master list of the recommendations. Bruce discussed possibly having a special meeting prior to the final meeting.

VI. Adjournment

Motion (Moran/Nash-Hunt) to adjourn. Passed (3-0). Passed unanimously.

Meeting adjourned at 7:00 pm. Next meeting scheduled April 21st at 5:30 pm.

Submitted by:

Angela Zetter
Administrative Assistant

Approved by:



Dick Bruce
STR Committee Chair